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22 June 1984

1. DDCI's Visit to the [] Building 25X1
 [] noted that the DDCI's visit to the [] Building on 19 June 1984 was gratifying. Although his exposure to the various offices was limited, the DDCI met personnel in the Security Records Division, Clearance Division, and the current SORT training class. [] 25X1
2. Letter from the DDCI Regarding Vacant Positions 25X1
 The DDCI has sent a letter to all Agency Office heads advising that there may be a Government-wide hiring freeze in FY 1985. In anticipation of the freeze, the DDCI stated that the [] positions currently vacant throughout the Agency must be filled by the end of October 1984 since there may be little chance of filling those positions in FY 1985. [] noted that the Office of Security will fully support the DDCI in accomplishing this goal. [] 25X1
3. Establishment of Journeymen Grade Level for SPO's 25X1
 As a result of recent negotiations between the Office of Security and the Office of Personnel, a journeymen grade was established at the GS-7 level for Security Protective Officers. [] noted that this new level, which is a grade higher than previously established, would greatly enhance the career opportunities for Security Protective Officers who will generally EOD at the GS-5 level. [] 25X1

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4. Office of Security Overtime Policy

In connection with the recent Office of Security Notice regarding overtime policy, [] stressed that all Office managers must continue to vigilantly monitor claims for overtime in order to maintain propriety, equity and cost effectiveness. Although the new policy will no longer require the donation of the first eight hours by personnel exempt from the provisions of the Fair Labor Standards Act,

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[] stated that there must be a system of checks and balances to insure that overtime claims are valid, fairly distributed, and clearly reflective of the temporarily high work loads existing in some Office components. There must not be even the suggestion of abuse. []

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6. Senior Agency Personnel Changes

In a major reassignment of senior Agency personnel, [] noted that John Stein, the Deputy Director for Operations, will be reassigned as the Inspector General and will be replaced by Claire George, the current Director of the Office of Legislative Liaison. []

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[] noted that these changes will occur

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in early July 1984, and should serve to strengthen Agency liaison with the Congress. Other personnel changes include the reassignment of Corley Wonus as Director, Office of SIGINT Operations, and [redacted]

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7.

[redacted]

8. DDA Quality of Life Program

[redacted] advised that the DDA Quality of Life Program is progressing with the renovation of the gymnasium and addition of Nautilus exercise equipment at the Headquarters Building. [redacted]

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[redacted]

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